



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
VOCATIONAL HABILITATION TRAINER	33	B	5.162

#### DEFINITION OF THE CLASS:

Under general supervision of the Vocational Coordinator, develops and provides individual and group vocational habilitation training programs and coordinates related services for the vocational habilitation of mentally ill clients; and does related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Performs vocational habilitation assessment by reviewing the clinical record, interviewing the client, the client's family and co-workers, taking a work history and administering formal and informal tests of such things as vocational interest, aptitude and work in order to document the results in the clinical record.

Participates in a multidisciplinary treatment team to give feedback on test results and to make recommendations for treatment goals and receives information on the client as related to other disciplines and their treatment goals.

Provides group sessions to clients in order to teach such things as; work attitude, work behaviors, work skills, social interaction, employer-employee relationships, personal grooming and appearance, coping behavior and job seeking skills using verbal presentation, task analysis and assignment, work activity, role playing, observation and critique. Provides individual vocational sessions to clients by analyzing tasks, teaching and modeling skills, observing client demonstrations, providing feedback, and removing self from experience in order to assist clients to re-enter, enter or maintain a position in competitive or guided employment.

Conducts ongoing vocational habilitation assessment and documents attendance or agency forms or document chart to review progress toward treatment goals.

Consults with other agency staff and staff of other programs to provide linking, monitoring and follow-up services.

Provides support services to clients upon discharge by serving on discharge team and consulting/interacting with other programs and facilities, family and employer. Arranges transportation for agency clients to attend meeting and interviews, etc.

Participates in program development by preparing materials for group presentations, developing work contacts, developing guided employment positions, preparing presentations for community/employer/agencies regarding employment of the mentally ill in order to assist the supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of mental health, training techniques with the retarded, behavior modification, vocational assessment, ideology, social and psychological problems of mentally ill.

Ability to develop and implement programs based on fundamental mental health and retardation principles, human growth and development, medical information, therapy and devices, occupation information, counseling and guidance theory, community resources, facilities and procedures for using them. Ability to communicate effectively and appraise the problems of mentally ill clients.

Skill and ability in establishing and implementing varied and meaningful work programs.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of training techniques with the mentally ill, behavior modification, vocational assessment, ideology, social and psychological problems of mentally ill.

Ability to communicate effectively and appraise the problems of the mentally ill. Ability to plan and direct habilitation services. Ability to persuade employers to hire mentally ill clients. Ability to provide vocational training.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent with three years of experience in a vocational/employment setting utilizing current vocational assessments/interview, training, job placement, and theories, and two years working with the handicapped population including mental retardation or mental health; OR

II

Bachelor's degree from an accredited college or university in psychology, sociology, education, or occupational therapy and one year of experience working a vocational/employment setting utilizing current vocational assessments, training, job placement, and theories; and one year of experience working with the handicapped population including mental retardation or mental health; OR

III

Master's degree in vocational rehabilitation, rehabilitation, or occupational therapy; OR

IV

An equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.162

ESTABLISHED: 12/12/74  
REVISED: 7/1/91P  
7/6/90PC